



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

SENIOR MAINTENANCE WORKER

Salary Range (monthly)

\$3,440 - \$3,612 - \$3,792 - \$3,982 - \$4,181

Final Filing Date: Friday, September 1, 2006 by 5:00 p.m.

This is an open recruitment. The Senior Maintenance Worker is a full-time, position in the City's Municipal Airport. Qualified candidates from the public and qualified career City employees are encouraged to apply. Currently one (1) open position.

Position: Under direction, to lead, oversee, and participate in the more complex and difficult work to staff responsible for providing semi-skilled services related to street, sewer collection system, and park construction, maintenance, and repair; and to perform a variety of technical tasks relative to assigned areas of responsibilities.

Qualifications: Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: Three (3) years of increasingly responsible experience performing field maintenance duties within the assigned area of responsibility.

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50lbs.; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Training: Equivalent to the completion of twelfth grade. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate: Possession of, or ability to obtain, an appropriate, valid Class A Driver's license within the first six (6) months of hire.

Examples of Duties: Lead, plan, and review the work of staff responsible for providing semi-skilled services related to street, sewer collection system, and park construction, maintenance, and repair. Plan, direct, and participate in the construction, maintenance, and repair of City streets, sewer collection system, and parks. Supervise the use and operation of construction equipment and power tools including backhoes, graders, front end loaders, rollers, vactors, compressors, jack hammers, paint sprayers, concrete saws, mowers, edgers, and blowers; maintain hand tools and assigned equipment. Estimate time material, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion. Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment. Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures; maintain cleanliness of work area and tools. Install barricades and cones prior to the performance of maintenance repair activities; direct and control traffic around work sites. Maintain records and files related to the assigned areas of responsibility. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, PH: (831) 636-4308/FAX: (831) 636-4322. May download application: www.hollister.ca.gov. Applications must be received in the Human Resources Division Office by **5:00 p.m. Friday, September 1, 2006**. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Probationary period determined by Administrative Services Department.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: City participates in the PERS retirement system. Non-safety employees are enrolled in the 2% @ 55 plan with the single highest year benefit calculation. The employee contribution is fully paid by the City.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$50,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon management assignment.

Deferred Compensation: Optional Voluntary 457 Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: August 17, 2006

